

# Commodity Shelf Newsletter

September 2008

## Emailing Monthly Order Forms

DESE – SFS staff has been encouraging LEAs to E-mail their monthly Open Order Forms and Monthly Processing Forms for quite some time now. You may have noticed that this school year there is **NOT** a fax number listed on the order forms, only an E-mail address. E-mailing your order forms to DESE – SFS, not only assures our office that your information is received, but it also gives you the option to receive confirmation that your order has been submitted correctly.



As of **DECEMBER 1, 2008**, the DESE – SFS staff **WILL NOT** be accepting faxed orders. All LEAs have been required to submit monthly claims for reimbursement via the Internet for seven (7) years, which means that someone, somewhere at your school has access to submitting your monthly orders to our office.

If you currently are having trouble submitting your orders electronically to the DESE – SFS office, we strongly encourage you to plan to attend our Commodity Expos that will be held in November. During the Commodity Expos, we hope to assist anyone who is having trouble with E-mail submission of orders.

The commodity staff is working hard to provide all of our LEAs with the best service that we can, and having order forms E-mailed to our office will greatly improve the efficiency of our staff.

If you request confirmation that your order has been successfully received, please be patient when waiting for a response. Janell Wideman receives your orders in a special E-mail account that is set-up to receive your orders, which means that she does not have that E-mail account opened at all times. Janell will gladly reply to your E-mail once the orders are opened and reviewed to verify that all of your information is received. If you send all of your monthly order forms at

the same time, which is preferred, and you receive a reply, that single reply is assuring you that **EVERYTHING** was OK with **ALL** forms.

## Contract Update

The contract for the warehousing and delivery of USDA commodities to the LEAs of MO has finally been awarded. Food Distribution Associates (FDA) has again been awarded the contract which is in effect for the remainder of the 08-09 school year. The State of Missouri will have the option to renew the contract for up to four additional one-year periods if it chooses to exercise that right. To contact FDA call 866-473-9700 or 816-833-2000 and ask for Angie Jackson.



The new pricing for the contract, which goes into effect September 1, 2008, is \$0.34 for handling, \$0.21 for storage and \$1.75 for delivery (each price is per case). The State of Missouri will continue to pay for **ALL** storage, handling, and delivery fees for public LEAs at this time. Non-public LEAs will continue to pay *only* the delivery price, \$1.75 per case.

All deliveries of commodities will be made Mon-Fri between the hours of 7:00 a.m. – 4 p.m., unless otherwise requested by FDA and approved by your LEA. LEAs will continue to receive a Notice of Delivery at least four (4) days prior to a delivery and LEAs will be contacted within 48 hours with a two (2) hour time frame of when to expect their delivery.

Deliveries **WILL NOT** be made on:

1. Labor Day (September 1, 2008)
2. Thanksgiving Break (November 26-28, 2008)
3. Winter Break (December 22, 2008 -January 5, 2009)
4. Martin Luther King Jr. Day (January 19, 2009)
5. Presidents' Day (February 16, 2009)
6. Spring Break (April 10-13, 2009)

## Beef Recall Update

The money has arrived! DESE – SFS received payment from USDA at the end of July for all invoices submitted in connection with the Hallmark/Westland beef recall. Each LEA affected by the beef recall received their portion of the reimbursement with their LEA's regular August 2008 payments made by DESE.



A big "Thank You" goes out to all of the individuals who worked with the DESE – SFS staff in order for us to retrieve all of the information necessary to complete the beef recall task. We could not have done it without your cooperation.

## Commodity Expos

The DESE – SFS Commodity section will again be hosting Commodity Expos throughout Missouri to give LEAs the opportunity to learn more about the items made available for the 2009-2010 school year through the processing packets. We strongly encourage the person(s) responsible for filling out your LEAs processing packet to join us for an educational day about the processing of USDA commodities. Participants will also have the opportunity to sample products from the processors to see if there are new products that will appeal to your students.



Tentative dates for the Commodity Expos are November 18-21, 2008. At this time the planned locations for the Commodity Expos include: Cape Girardeau, St. Louis area, Central/Southwest area, and the Kansas City area. If your LEA would like to host this event, please contact Matthew Essner. More information will be made available as soon as definite plans are set. Please plan to join us!

## Use of USDA Donated Foods

All LEAs that receive USDA Donated Foods do so based on their previous year's Average Daily Participation (ADP) in the National School Lunch Program (NSLP). Therefore, LEAs should use donated foods, as far as practical, in the **LUNCHES** served to the students who participate in the NSLP as part of your LEAs school food service program. However, LEAs may also use USDA Donated Foods in other nonprofit school food service activities. Revenues received from such activities must accrue to the LEAs nonprofit school food service account.

Some examples of such activities include:

1. School breakfasts or other meals served in child nutrition programs.
2. A la carte foods sold to students.
3. Meals served to adults directly involved in the operation and administration of the nonprofit school food service, and other school staff.
4. Training in nutrition, health, food service, or family and consumer sciences instruction for students.

LEAs **should not** use USDA Donated Foods in food service activities that do not benefit students, such as banquets or catered events.

## DoD Fresh Program

Entitlements have been entered into FFAVORS Web for the 2008-2009 school year. If your LEA participates in the DoD Fresh Program (not all LEAs participate) please make sure that you are able to logon to the FFAVORS Web and able to access your LEA's information. For any troubles with FFAVORS Web please contact Pam Hamlett (MO contact) with the Defense Supply Center in Philadelphia @ [pama.hamlett@dla.mil](mailto:pama.hamlett@dla.mil) or 215-737-3676. For all other questions and concerns with the DoD Fresh Program, please contact Matthew Essner.



## Open Order Reminders

1. Open Orders are due by noon (12 p.m.) on the 15<sup>th</sup> of the month **prior** to when you would like delivery.
2. All Open Orders should be submitted via E-Mail to [webreplyascfocom@dese.mo.gov](mailto:webreplyascfocom@dese.mo.gov).
3. If you submit an order and need to make an **addition**, fill out another Open Order form with **only** the item you would like to add. Attach the additional form to an E-Mail and add a note to your message so Janell can make the addition.
4. If any item you order from the Open Order is **not** delivered on the expected delivery, the item will no longer be backordered and needs to be re-ordered with your next month's Open Order. This is a change from previous years.
5. If you would like to know when your Open Order has been received and **EVERYTHING** is OK, please request a read receipt with your E-Mail. If you receive an E-Mail saying that your E-Mail has been read, that indicates that **EVERYTHING** was OK with your Open Order form. If you are unable to request a read receipt and you get a reply E-Mail with a short "OK" or "Got It", this also will mean that your Open Order has been received and **EVERYTHING** is OK.

## Prorated/Open Order Changes

Be sure to check the updated listing of Prorated Commodities each month at the end of the Commodity Shelf Newsletter. There have been many changes in the Prorated Commodities for SY 08-09. Due to funding issues and the price of commodities, some Prorated Commodities have been moved to a later date and others will not be purchased for SY 08-09. Please make sure you check the list before making your menus to verify that the commodities you were expecting are still available. DESE - SFS had to cut the November distribution of Turkey Roasts due to a lack of entitlement.

Also note that the Open Order form is updated monthly, so please wait to submit your Open Order until the most recent form is posted on the DESE – SFS Website. Check the date at the top of the Open Order to know when the most recent form is posted.

## Websites to Check Out

[www.voteforschoollunch.org](http://www.voteforschoollunch.org) National School Lunch Week (NSLW) is coming up October 13-17, 2008. Have your students go online to vote for this "Presidential Edition."

[www.mypyramid.gov](http://www.mypyramid.gov) is a great site to share with your students and it has interactive games and lots of valuable information about the benefits of eating a healthy diet.

[www.commodityfoods.usda.gov](http://www.commodityfoods.usda.gov) is a resource for all information concerning USDA Donated Foods. There are Commodity Fact Sheets as well as the listing of all foods made available by USDA for the Donated Foods Programs.

## Quotes for the Month

1. "Nobody can prevent you from choosing to be exceptional."
2. "Always do your best at being yourself"
3. "Appreciating the people we serve increases the value of our service to them."
4. "Don't wait for 'the right moment.' It will never come."
5. "Don't wait for the perfect opportunity. Just take an opportunity and make it as perfect as you can."



From *The Fred Factor* by Mark Sanborn.

## DESE – SFS Commodity Section Contacts

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**Wideman, Janell:** 573-751-2646,

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**Monthly Orders** should be submitted to:

[webreplyascfocom@dese.mo.gov](mailto:webreplyascfocom@dese.mo.gov)

**FDA** (Angie Jackson or Karen Fry):

866-473-9700 or 816-833-2000

# Prorated Commodities

Following is a listing of PRORATED entitlement and bonus commodity items expected to be available for the **2008-2009** school year. These items are prorated based upon your ADP in the NSLP. **If you wish to refuse all, or any part of your allocation, your Authorized Representative must notify our office in writing at least 6 weeks in advance of the estimated delivery period.** These commodities are for use in authorized feeding programs only. Commodities, amounts, and delivery dates are subject to change.

<u>FRUITS AND VEGETABLES</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Pear, Halves, canned (61)	6/#10 cans	Start Aug. 1 – Complete Sept. 15	\$25.01
Strawberries, Cups, frozen (52)	96/4.5 oz	Start Sept. 1 – Complete Oct. 15	\$32.50
Green Beans, canned (62)	6/#10 cans	Start Sept. 1 – Complete Oct. 15	\$13.62
Peaches Cups, frozen (41)	96/4.4 oz cup	Start Sept. 15 – Complete Oct. 15	\$24.66
Potato Wedges, frozen (43)	6/5# pkg	Start Sept. 15 – Complete Oct. 31	\$13.67
Peaches Cling Diced (62)	6/5# pkg	Start Nov. 1 – Complete Dec. 15	\$19.25
Apple Slices, canned (62)	6/#10 cans	Start Nov.15 – Complete Dec. 31	\$20.24
Potato Rounds (43)	6/5# pkg	Start Nov. 15 – Complete Dec. 31	\$13.63
Beans, Refried (55)	6/#10 case	Start Dec. 1 – Complete Jan. 15	\$14.66
Corn, frozen (42)	30 lb crtn	Start Dec. 15 – Complete Jan. 1	\$18.02
Potato Oven, frozen (43)	6/5# pkg	Start Jan.1 – Complete Feb. 15	\$14.79
Peaches Cups, frozen (41)	96/4.4 oz cup	Start Feb.1 – Complete Mar. 15	\$24.66
Strawberries, Cups, frozen (52)	96/4.5 oz cup	Start Mar. 1 – Complete April 15	\$32.50
Applesauce (41)	6/#10 cans	Start Mar. 1 – Complete April 15	\$14.54

<u>MEAT/MEAT ALTERNATE</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Chicken Diced, frozen (47)	40 lb case	Start Aug. 15 – Complete Sept. 30	\$88.80
Ground Beef, frozen (45) (1 <sup>st</sup> alloc.)*	40 lb case	Start Oct. 1 – Complete Nov. 30	\$56.10
Cut-Up Chicken (16) (1 <sup>st</sup> alloc.)*	40 lb case	Start Oct. 1 – Complete Nov. 30	\$26.48
Am. Sliced Cheese (69) (1 <sup>st</sup> alloc.)*	6/5 lb loaves	Start Dec. 1 - Complete Jan.15	\$55.28
Ground Beef (45) (2 <sup>nd</sup> alloc.)*	40 lb case	Start Jan. 1 – Complete Feb. 15	\$56.10
Cut-Up Chicken (16) (2 <sup>nd</sup> alloc.)*	40 lb case	Start Feb.15 – Complete Mar. 30	\$26.48
Am. Sliced Cheese (69) (2 <sup>nd</sup> alloc.)*	6/5 lb loaves	Start Feb. 15 – Complete Mar. 1	\$55.28
Ground Beef (17) (3 <sup>rd</sup> alloc.)*make-up	40 lb case	Start Mar. 1 – Complete April 15	\$56.10

The number shown in parenthesis for the above products indicates your LEA will receive approximately one (1) case of that product per that number of Average Daily Participants (ADP).

**Example:** Pear, Halves, canned (61)

If you have an ADP of 122 you can expect to receive 2 cases of Pears, Halves, canned.  $122 \div 61 = 2$  cases

\* If you had 25%, 50%, etc. of this product processed, adjust your ADP accordingly when calculating allocation rates. If you had 100% of this product processed, you will not receive any.